COMMUNITY ENGAGEMENT AWARDS

Frequently Asked Questions

1. **How do I determine the faculty stipend amount?**

   Faculty stipends are paid via supplemental compensation and should reflect the effort required to complete the project. Benefits will be calculated automatically on the award budget spreadsheet.

2. **How do I determine the student wage amount?**

   **Undergraduate students:**
   - paid an hourly rate (usually $10-$12/hour, depending on the type of work).
   - Undergraduate students must complete a timesheet in order to be paid.
   - Undergraduate students are paid on the 15th of the month for the previous month’s work (1st-30th/31st).
   - Full-time students are not charged any benefits against their gross pay.

   **Graduate students**
   - Usually paid a flat stipend, but may also be paid an hourly rate (usually around $15/hour, depending on the type of work).
   - Graduate students do NOT have to complete a timesheet in order to be paid (total pay amount is entered in EPAF, even if an hourly rate is used).
   - Graduate students are paid on the last day of the month, just like faculty and staff.

3. **Can I buy a gift or gift card to provide to survey participants?**

   Gifts and gift cards are not an allowable expense in general funds (and community engagement grants are general fund monies). If departmental trust funds are available to support this expense (fund 2xxxxx), the awardee must:
   - Purchase the gift cards and then be reimbursed via check request (providing a copy of the purchase receipt as well as a copy of the front and back of the gift cards).
   - Have recipient of gift card sign an acknowledgement of receipt
   - Gift or gift card must be considered “nominal” in value

4. **Can I pay for student or community partner travel from community engagement award funds?**

   Yes, if:
   - The student is a paid employee on this award.
No, but:

- An undergraduate student may apply for travel support from CSurf: http://uncw.edu/csurf/travelawards.html.
- A graduate student may apply for travel support from the Graduate School: http://uncw.edu/gradschool/currentstudents/travelaward.html
- Additional funding may be available from your department under very specific circumstances. Review UNCW’s student travel webpage here: http://uncw.edu/travel/students/.

5. Are there any restrictions on equipment purchases for my award?

Since these awards use general funds, any equipment purchased for the project must remain at the University at the end of the project. So, for example, if you purchase iPads or VR headsets, those can be used by the community partner during the project period but must come back to UNCW at the end of the project.

6. Can I make a donation to my nonprofit community partner as part of my award?

Award funds cannot be used for donations, but they can be used to make payments to the community partner organization for services provided as part of the project.

7. Do my award funds extend beyond the June 30th fiscal year just as external grant awards do?

Community Engagement awards are for a semester or academic-year project. Community Engagement awards are general fund monies and expire June 30th each year. This is why awardees are required to spend their monies by the given deadline.

8. Can I pre-pay travel/conference expenses for myself, even though the conference period is outside the award period?

Yes, you can purchase airfare for a conference if it was approved as part of your award, even though the conference date may be outside of the period of your project.

9. If I have money left over, may I use it to make an additional purchase?

If you have unspent award funds that you would like to use for another research purpose, contact Kristen Brogdon by e-mail, brogdonk@uncw.edu.